

Judicial Staff Education Committee Meeting
 Approved Minutes
 July 28, 2011
 10:00 a.m. – 2:00 p.m.
 Arizona Supreme Court – Judicial Education Center

Present:	Present By Telephone:	AOC Staff in Attendance:
Kip Anderson, Vice Chair	Karen Forner	Julie Binter
Shelly Bacon, Chair	George Hofer	Gabe Goltz
Theresa Barrett	Bob Lawless	Vikki Murillo
Laura Beeson-Davis	David McCallum	Jeff Schrade
Julie Dybas	Kathy Schaben	
JT Hilton	Coleen Stevens	
Joe Legander III		
Gretchen Maynard	Absent:	Guest:
Michelle Wellner	Dyhanna Anderson	Adele May, AOC ITD
	Mary Blanco	
	Glendalynn Cobb (Resigned)	
	Rafaela de Loera	
	Dr. Bernie Ronan, Ph.D.	

I. Call to order: 10:06 am

II. Review/Approval of Minutes:

- a. Motion to approve March 15, 2011 minutes – Joe Legander, Julie Dybas. Approved.

III. Committee Chair Updates:

- a. COJET Committee: Provided a brief summary of the 6/2 meeting. The new COJET Excellence in Education Awards will begin in 2012.
- b. JSEC Goals: Reviewed the four goals established by the committee in 2010. To date, the committee has progressed on goals 1, 3 and 4.
- c. NACM Conference: Shared key elements of this collaborative effort between NASJE and NACM.
- d. JSEC Meetings: Committee members agreed to conduct 3 meetings per year, four hours in length, and stressed the importance of face-to-face meetings to maintain interpersonal connection.

IV. Regional/Local Updates and Subcommittee Reports:

a. Joint Council on Court Education (JCCE)

- i. JCCE meeting: Minutes from the 7/8 meeting are posted at www.thejcce.org.
- ii. June Jam III: Pima County held its regional conference 6/22-24 and utilized the JCCE website for registration and materials. 437 participants attended from five counties. The Legends of the Judiciary video series was used successfully throughout the conference as a non-facilitated learning tool.
 - 1. Jeff Schrade offered use of the scanner in the Education Services Division to assist with scanning evaluations for higher volume training programs. Scanning paper must be purchased by the individual court.

- iii. Computer Based Trainings (CBTs): JCCE will be updating their CBTs available for purchase. Each will now include a detailed facilitated learning lesson plan and non-facilitated learning program with knowledge checks.
 - iv. Captivate 5: Laura Beeson-Davis has developed a demo class. Heidi Long from Pinal County is using software to develop juvenile detention classes. The goal is to host classes online or develop these classes into CBTs for purchase.
 - v. Website: JCCE will provide a link on its website to NACE for advertisement and posting materials; JCCE will be posting training materials on its site and will password protect some pages to restrict access from the public.
- b. ***Northern Arizona Committee on Education (NACE)*** (provided by Laura Beeson-Davis)
 - i. Yavapai Staff Conference (6/2011): Yavapai, Coconino, Gila and Maricopa attended. Trainings which incorporated videos (i.e. *How to Train Your Dragon*) were well received. Trainers have requested the curriculum to offer the training at their courts.
- c. ***Maricopa County***
 - i. Maricopa Clerk's Conference was held in June.
 - ii. Training is being downscaled:
 - 1. Many staff have already completed 8 hours for the year. The current perception is that the 8 hours is a maximum and not a minimum.
 - 2. A two-day New Employee Orientation is being repeated every 90 days following an initial orientation.
 - iii. New Supervisor/Manager Classes: Mastering Managerial Effectiveness (3 days); High Impact Decision Making (2 days); 7 habits of Highly Effective People (3 days). Classes are well liked. New Biohazard video developed. Contact Joe Legander for more information.
- d. ***Security Subcommittee***
 - i. Meeting: Held a productive "Continuity of Operations" planning follow-up to discuss the barriers and solutions facing different counties, one of which is time restraint.
 - ii. Lock Down: Yuma County court locked down temporarily following the fatal shooting of a local attorney.
 - iii. Trainings:
 - 1. Jared Nishimoto, Coconino County Courts IT director, presented a training on employee preparedness, continuity of operations and evacuations. For more information: (928) 679-7513 or jnishimoto@courts.az.gov.
 - 2. Layton Dickerson, Arizona Department of Emergency Management, is holding Continuity of Operations Planning trainings August – November. For more information: (602) 464-6224 or layton.dickerson@azdema.gov

V. Technology Update:

- a. Guest Adele May, AOC ITD, provided an update on regression training for general jurisdiction courts and status on the AJACS rollout for limited jurisdiction (LJ) courts which replaces the AZTEC case management system. The LJ system is projected to be piloted 9/2012. The courts will end up with one product and two separate data bases to support Limited and General Jurisdiction courts. AJACS Project CMS Training Documents site: <http://supreme22/ajacscms/ProjectDocs.htm>
- b. AJACS Training will be hands-on and regionalized. ITD will look at how to use field trainers and other delivery methods such as CBTs, put the application on a computer in each court for staff to manipulate software prior to instructor-led training, and develop a video training

library to provide additional review.

VI. Education Services Division Updates:

a. Programs Held

- i. Education Services Division calendar: The online calendar was accessed to show updates. <http://www.azcourts.gov/educationservices/Calendar.aspx>
Courts are encouraged to contact ESD to post local trainings events.
- ii. Judicial Conference (6/22-24/11)
- iii. Training Coordinator Conference/Training Excellence Awards: This well-received event provided 55 participants with ethics credit and training curriculum. Next year's conference will be held 4/19/12.

b. Upcoming Programs

- i. Santa Cruz County Conference: Santa Cruz is holding its first conference 10/6-7/11. Julie Binter and Gabe Goltz are providing technical assistance and guidance in developing this training event. A WebEx session will follow the conference to share tips with interested coordinators on how to organize a county training event.
- ii. Civil Traffic Hearing Officer Training (10/4-6/11)
- iii. Domestic Violence Conference (10/6-7/11)
- iv. Court Leadership Institute of Arizona (CLIA): Offers a 3-tiered leadership development program which is modeled after the National Center for State Courts (NCSC) curriculum and includes Arizona specific content.
 1. Arizona Court Supervisor (ACS) program: a Human Resources and Caseflow Management class have been piloted. CLIA has identified other content to be developed this year. JSEC members may be asked to serve as subject matter experts or provide names of potential participants.
 2. Arizona Court Manager (ACM) program: Classes are offered monthly.
 3. Arizona Court Executive (ACE) program: Targets court administrators and presiding judges. Visioning and Strategic Planning will be offered 9/2011.

c. Staff Updates

- i. Ethics Labeling: The term "ethics" has been added to the description of all ethics-related webcasts in the Video Center.
<http://www.azcourts.gov/educationservices/COJETClassroom/VideoCenter.aspx>
- ii. Just in Time (JIT) learning: This resource is designed for users needing a quick fix on a problem. Users can view 5-10 minute vignettes, each highlighting a single task focused on a specific application, and receive COJET credit for any combination totaling a minimum of 30 minutes. Current topics include an Adobe Acrobat series, Elder Abuse and using the Education Resource Library.
<http://www.azcourts.gov/educationservices/COJETClassroom/JustinTimeLearning.aspx>.
- iii. Centennial Celebration: Arizona celebrates its 100th birthday on 2/12/12. The Arizona Judicial Branch established a Centennial Commission to identify opportunities to commemorate this event with the public including:
 1. Centennial Celebration:
<http://www.azcourts.gov/mediaroom/PressReleasesNews/CentennialCelebration.aspx>
 2. Judges Connecting with the Classroom:
<http://www.lawforkids.org/Connecting-with-Classrooms>
 3. Museum on the Web: The site will be launched closer to the date of the 100th anniversary, and will be posted on the Arizona Judicial Branch website at

compares to the current JSEC awards process.

- i. The current selection process poses some challenges due to the degree of detail provided in nominations and the technical/skill level being compared.
- ii. Members suggested that nominees, or the local training coordinator, be asked to submit the nominee's accreditation package when a nomination is received.
- iii. Beginning in 2012, only 4 recipients may be selected by JSEC to receive the award.
- b. Members proposed several marketing ideas to encourage more nominations
 - i. Friendly reminder emails to court administrators and clerks to forward to staff
 - ii. Current members announce/remind during other committees and meetings
 - iii. Flyers/materials at regional conferences and events
 - iv. Include a message at the bottom of evaluation forms ("message from JSEC")

X. New Business and Call to the Public:

None/no response

XI. Review of Action Items:

- a. Staff will make suggested changes to the committee approved bylaws and send them to the chair for final approval.
- b. Staff will conduct more research with training coordinators around needs assessment and provide the committee with next steps.
- c. Staff will update the JSEC training awards process to align with the new COJET program.
- d. Staff will email members training information on Continuity of Operations Planning.

XII. Next Meeting:

- a. October 12 or October 21, 2011
- b. Staff will contact absent members for date preference and email the date.

XIII. Meeting Adjourned: 2:15 p.m.